

Danbury Library Board of Directors

Minutes of the e-Meeting

December 10, 2020

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DEC 16 2020 2:44p

- I. President Ned Moore called the meeting to order on Zoom at 3:59 p.m.

BY: 

PRESENT: Ned Moore (President), Joan Damia, Randolph Summ, Katie Pearson (Library Director), Katharine Chung (Assistant Library Director), Judy Coco (Friends Secretary)

Absent: Dimples Armstrong, Gary Falkenthal, Deborah Gogliettino

- II. Minutes---

*A motion to approve the Minutes of November 12, 2020 was made by Mr. Summ. It was seconded by Ms. Damia and it passed unanimously.

- III. Finance Report--- Ms. Pearson reported that during the short period of time we were open, we took in copier money and fine money totaling a little over \$1,000. Concerning the Janet Lake Estate, Ms. Pearson received an email about setting up a meeting in the New Year and President Moore and Les Pinter will be invited. Also, Ms. Pearson did not spend any money in November.

*A motion was made by Ms. Damia to accept the Finance Report. Mr. Summ seconded it. It passed unanimously.

- IV. Friends Report---Friends Secretary Judy Coco reported that the Friends net income is stable. They are doing mini book sales: the Columbus Day book sale brought in \$1,500 and repeated another sale on November 21st for DVDs and CDs (total sales unknown at this time.) Friends are continuing to invite people to 15 Main to peruse the shelves, 1 person at a time. Friends is working with our teachers by using a grant for vouchers to pick out books for classrooms. Friends very much appreciate the purchase of headphones for students and thought it was a great idea. Membership letters went out last month and have had a 25% response. Book donations keep coming in and our sorters are keeping up with it. Friends are thinking of different ways to get the books back out to the public.

Ms. Damia reported that Mary Cappiello's sales with book dealers has brought in \$4,000. President Moore thanked Ms. Coco for the Friends Report.

- V. Director's Report---

- a. Statistics: Ms. Chung reported that the Library reached about 74,000 patrons by social media and web presence. She shared a few of the testimonials especially that of patrons who want virtual programs. This is useful information. Between Nov. 1-17, the Library had approximately 1,800 patrons enter the building for walk-in browsing and for appointments for computer use and visits to the Junior and AV Departments. The Library circulated 2,750 adult items and 1,560 junior and teen items. There were 127 patrons who used the

computer, copy and fax machine and to browse the departments by appointment. Patrons from other libraries checked out 393 items. Other libraries and out-of-town patrons ask us about our programs and they have questions which is really nice which shows all our hard work is being seen outside Danbury.

- b. We had 82 computer appointments in November and 272 patrons used our WiFi both inside and outside the Library. Our Library's databases were used 959 times. We now have a new databased called Niche Academy which is a video tutorial program that includes tutorials made by Danbury Library staff and approximately 800 other libraries around the country. Since we began this in March, we have had a total of 2,788 views. A total of 1,432 ebooks and audiobooks were circulated, and a total of 11,001 items were downloaded electronically.
- c. The Library had a total of 1,229 patrons attend 57 virtual programs in November. One of the highlights was the Library's Diwali Celebration held virtually on Saturday, November 21st and had over 100 attendees. The Library staff hold regular virtual program series on Facebook. A listing and pictures of the numerous programs was shared with the Board.
- d. Concerning grant information, Ms. Chung shared the current programs supported by grants and the grants currently applied for.
- e. Staffing—Ms. Pearson reported the hiring of Mr. Craig Lombardi, the new IT staff member who started last Tuesday.
- f. Future updates—Ms. Pearson reported that Library has been closed back down again and now staff are working remotely. This was a decision made by City Hall. We should reopen after the New Year. While we have staff members going in, Ms. Pearson arranges it so there is only one person working in the library at a time.

Concerning the sensory room, Ms. Pearson reported that we are now waiting for State approval of the architect's plans and once we receive it, hopefully we can send it out to bid.

The Library roof is being redone and should be finished soon.

VI. President's Report—

Concerning the 2021 Board Calendar and the conflict with the November 11th Veteran's Day holiday, President Moore recommended switching the November 11, 2021 meeting to November 4, 2021.

***Motion to accept the 2021 Board Calendar as recommended was made by Mr. Summ. Ms. Damia seconded it. It Passed unanimously.**

President Moore wished everyone happy holidays.

VII. Adjournment

*Motion to adjourn at 4:25 p.m. was made by Ms. Damia and Mr. Summ seconded it. This motion passed unanimously.

Submitted by,
Theresa Buzaid, Secretary

<u>Ned Moore, President</u>	<u>12/16/20</u>
Ned Moore, President	Date

**MOTIONS OF THE BOARD OF DIRECTORS
OF THE DANBURY PUBLIC LIBRARY**

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